

CORPORATE LETTERHEAD

SAMPLE

Date

Andrea Zubiate, Coordinator
Indian Health Program
MS 8502
1615 Capitol Avenue, Suite 73.460
P.O. Box 997413
Sacramento, CA 95899-7413

Re: Advance Payment Request FY 2006-2007

Dear Ms. Zubiate:

This letter requests an advance payment for the amount of **(enter up to 25 percent of clinic award here)** not to exceed 25% of the total award amount of **(enter award amount)** for the **(enter clinic name)** IHP allocation for the period July 1, 2006 through June 30, 2007 for **(enter grant number here)**.

The payment is requested pursuant to Health and Safety Code Section 124525. The payment shall be expended in accordance with the FY 2006-2007 line item budget approved by the Indian Health Program. I fully understand and will adhere to the provisions of Health and Safety Code Section 124525. I understand **(enter corporate name here)** shall repay the full amount of any outstanding advance if the grant is not fully approved.

Sincerely,

Name
Title